

7 FAM 300 APPENDIX A

OLD 7 FAM 350 REPATRIATION LOANS

(TL:CON-121; 12-12-2005)
(Office of Origin: CA/OCS/PRI)

7 FAM 351 REPATRIATION POLICY

(TL:CON-46; 10-19-87)

- a. The Department of State Authorization Act, Fiscal Years 1984 and 1985 (Public Law 98-164; see section 7 FAM 312), provides for emergency loans to destitute U.S. citizens abroad for repatriation, with certain conditions attached. Section 122(d) of this law states, with regard to the repatriation loan program, the Secretary of State shall:
 - (1) Require the borrower to provide a verifiable address and social security number at the time of application;
 - (2) Require a written loan agreement which includes a repayment schedule;
 - (3) Bar passports from being issued or renewed for those individuals who are in default;
 - (4) Refer any loan more than one year past due to the Department of Justice for litigation;
 - (5) Obtain addresses from the Internal Revenue Service for all delinquent accounts which have social security numbers;
 - (6) Report defaults to commercial credit bureaus as provided in section 3711(f) of Title 31, United States Code;
 - (7) Be permitted to use any funds necessary to contract with commercial collection agencies, notwithstanding Section 3718(c) of Title 31, United States Code;
 - (8) Charge interest on all loans as of May 1, 1983, with the rate of interest to be that set forth in Section 3717(a) of Title 31, United States Code;
 - (9) Assess charges, in addition to the interest provided for in paragraph (8), to cover the costs of processing and handling delinquent claims, as May 1, 1983;
 - (10) Assess a penalty charge, in addition to the interest provided for in paragraphs (8) and (9), of 6 per centum per year for failure to pay

any portion of a debt more than ninety days past due; and

- (11) Implement the interest and penalty provisions in paragraphs (8), (9), and (10) for all current and future loans, regardless of whether the debts were incurred before or after May 1, 1983.
- b. On April 20, 1981, the Attorney General of the United States announced a new policy which permits Federal Departments and Agencies to contract with private collection firms for the recovery of outstanding debts to the U.S. Government. The repatriation forms used in this chapter reflect the new policy and elicit information required to improve the collection efforts of the Department of State. For guidance on implementing these requirements, see section 7 FAM 357.
- c. When all avenues for obtaining monetary assistance from private sources have been exhausted, a consular officer may consider making a repatriation (OCS/HAVEN) loan to the destitute American. The appropriate disbursement and subsequent collection of the funds depends on the consular officer's knowledge and judgment. The Department holds the consular officer responsible for the proper preparation and execution of loan applications and, especially, all promissory notes.
- d. The following guidelines and instructions apply to most repatriation-type cases. When a consular officer encounters an unusual case or needs clarification, give the Department full details, using the format outlined in section 7 FAM 315.3.

NOTE: Repatriation funds are used for travel, subsistence, and expenses incidental to the applicant's departure from the host country and travel to the United States or to reach a location where such transportation is available. If the applicant is not departing the host country but is destitute, see subchapter 7 FAM 380 on the Emergency Medical and Dietary Assistance program.

7 FAM 352 ELIGIBILITY FOR REPATRIATION

(TL:CON-46; 10-19-87)

An applicant must meet the following criteria to be eligible for a repatriation loan:

- (1) The applicant must be a U.S. citizen. This fact must be established by clear documentary evidence acceptable as proof of citizenship or nationality (such evidence includes birth certificate, passport, consular report of birth, and naturalization certificate). See subchapter 7 FAM 115. When unavoidable, eligible adults may include in their application an accompanying alien spouse or unmarried children who are members of their household, to prevent

the separation of a family;

- (2) The applicant is destitute and would experience hardship if not returned to the United States;
- (3) The applicant is without relatives or friends in the United States or abroad who are able and willing to assist financially; and
- (4) The applicant is qualified under subparagraph (1) and is involved in, or the cause of, a situation which may damage the prestige of the U.S. Government or which may provide some other compelling reason to effect the applicant's prompt repatriation, without meeting the requirements of subparagraphs (2) and (3) above.

7 FAM 353 INELIGIBILITY FOR REPATRIATION LOAN

(TL:CON-46; 10-19-87)

- a. If an applicant clearly falls into one of the categories of ineligibility listed in this section, a repatriation loan application should not be executed. However, if there are doubts or mitigating circumstances, the applicant may complete the repatriation loan application, pending the Department's decision on eligibility. Ineligible applicants include:
 - (1) A U.S. citizen who has not repaid official funds previously expended on the citizen's behalf under this program; and
 - (2) An active member of the U.S. Armed Forces abroad on official orders and not in a leave status.
- b. The Deputy Assistant Secretary for Overseas Citizens Services, Bureau of Consular Affairs, may approve exceptions to any ineligible persons based on extenuating circumstances.

7 FAM 354 POST'S EMERGENCY AUTHORITY

7 FAM 354.1 Purpose

(TL:CON-46; 10-19-87)

The authority to loan up to \$400 in repatriation funds per individual is intended to assist U.S. citizens in financial distress who require limited funds to cover immediate expenses necessary to permit their embarkation to the United States. The delay or withholding of such limited assistance would, in many cases, result in the development of a more serious financial need.

7 FAM 354.2 Limitation

(TL:CON-46; 10-19-87)

In an emergency, and when no other source is readily available, the consular officer has authority, without prior Departmental approval, to expend amounts up to \$400 for these purposes (see also sections 7 FAM 358 and 7 FAM 386.3):

- (1) To return a destitute U.S. citizen to the United States from certain posts where such action can be accomplished within the \$400 maximum; or
- (2) To remedy situations where a traveler is temporarily without means and needs a small amount of funds to continue traveling to the United States or to reach a place where such transportation is available. Such situations would include a bus ticket to places where travelers can catch their charter flight back to the United States, funds necessary for airport tax or ticket validation, and other similar situations.

7 FAM 354.3 Post's Responsibility

(TL:CON-46; 10-19-87)

- a. Before exercising this authority, the consular officer must determine that the applicant meets all of the eligibility requirements for a repatriation loan (see section 7 FAM 352) and correctly completes and signs an application and promissory note. The citizen who seeks to qualify for a loan under the provisions of section 7 FAM 354.2 must have a ticket or other evidence of onward passage to the United States, and such travel must be so imminent as to prevent the traveler from obtaining funds from private sources.
- b. The consular officer exercising this authority must submit a final report to the Department within 72 hours in accordance with section 7 FAM 359. For instructions on the disposition of the completed application and promissory note, see sections 7 FAM 355.4 and 7 FAM 356.5. All loans that do not meet the criteria set forth in sections 7 FAM 352 through 7 FAM 354.3 or that exceed \$400 must be submitted by telegram to CA/OCS/EMR for approval (see section 7 FAM 315.3).

7 FAM 355 COMPLETING THE APPLICATION FOR FINANCIAL ASSISTANCE

(TL:CON-46; 10-19-87)

- a. When a citizen meets the criteria for repatriation assistance, he or she

completes and, in the presence of the consular officer, signs a loan application is the first of two forms required for any repatriation action, and the first of two documents used to obtain repayment.

- b. The loan application must be completed fully and accurately in the prescribed format. It must be prepared in quadruplicate and may be stored on tape or disk at posts with word processing equipment. Observe the following guidelines in assisting the applicant to complete the loan application.

7 FAM 355.1 Loan Application Format

(TL:CON-46; 10-19-87)

- a. The format for the application for funds for subsistence and/or repatriation is included as 7 FAM 355 Exhibit 355.1 . This application form may be machine duplicated or typed on letter-sized bond paper as needed.
- b. If absolutely necessary, the format may altered slightly to meet needs distinctive to a post but must contain the same information in the same order as the exhibit. If time permits, submit changes to CA/OCS/EMR for clearance. When necessary, attach additional information on letter-size paper.

7 FAM 355.2 Content of Loan Application

(TL:CON-46; 10-19-87)

The loan application must contain the following information:

- (1) **Name.** The applicant's full legal name, including "also known as" (AKA) names and aliases;
- (2) **Date and place of birth;**
- (3) **Documentary evidence of U.S. citizenship or nationality.** If a passport is submitted, indicate the number, date, and place of issue. If a birth certificate is shown, indicate the State, city, or country of issue and filing date;
- (4) **Accompanying dependents.** Give the full names, ages, relationships, and nationality of all immediate relatives who will be included in the repatriation action;
- (5) **Prior U.S. residence.** Indicate the applicant's periods and places of residence in the United States during the past 5 years;
- (6) **Final destination.** State the complete address in the United States (not a post office box number) to which the applicant intends to return, including the name of the person the applicant will be

joining at that address. A verifiable U.S. address for billing purposes is mandatory (see sections 7 FAM 351 and 7 FAM 357.2);

- (7) **Possible sources of assistance in the United States.** List the names, relationships, addresses, and telephone numbers of any possible sources of financial assistance to this applicant. Include in this information any sources the individual or post has contacted concerning possible assistance, even though such assistance was not forthcoming;
- (8) **Prior repatriation loans.** State the amount of any prior loans, the location where the loan was granted, the date of the loan, and the date the loan was repaid in full;
- (9) **Assistance required.** Estimate in U.S. dollars the amount of assistance the applicant will require. Include in this estimate the amount required for subsistence pending repatriation, for transportation to the nearest port of entry (POE) and final destination, and for other related expenses, such as passport fees and exit visa fees;
- (10) **Federal retirement or disability income.** If the applicant is the recipient of retirement or disability income from any Federal agency, such as Veterans Administration, Social Security Administration, or military services; indicate the name of the agency or department, the monthly amount, claim number, or other identifying symbol. The applicant cannot authorize any Federal agencies to deduct funds from Federal benefits to which the applicant is entitled in order to pay for any loan received from the post. Other Federal agencies do not recognize or honor such authorization;
- (11) **Further Government assistance.** State whether the applicant will require HHS or other U.S. Government agency assistance in the United States for onward travel from the port of entry to a final destination or hospitalization, and the type and extent of assistance necessary (for further information, see sections 7 FAM 371 and 7 FAM 372); and
- (12) **Privacy Act, passport limitations, and social security disclosure statements.** Disclosure of the social security number is mandatory if a loan is to be granted (see section 7 FAM 357).

7 FAM 355.3 Signing the Loan Application

(TL:CON-46; 10-19-87)

The original and first two copies of the repatriation loan application must be signed in the consular officer's presence by the principal applicant and by

each accompanying U.S. citizen beneficiary who is eligible to execute an application. The consular officer then countersigns the application and affixes the post seal (the rubber seal is sufficient). Type or stamp the consular officer's name under the officer's signature.

7 FAM 355.3-1 Applications of Minors

(TL:CON-46; 10-19-87)

- a. A minor who can understand the statements contained in the application may also sign the Loan Application when not accompanied by a parent or guardian who also is a U.S. citizen. The same standard applies as for minors signing passport applications, namely, that minors of age 13 or above may sign the application (see section 7 FAM 1331.3).
- b. When a minor is not old enough to understand and sign an application, another person acting in the place of a parent, such as a relative or guardian, may sign for or cosign with the minor.
- c. When a minor is not old enough to sign the application and there is not a qualified person to cosign with the minor applicant, the post can request CA/OCS/EMR assistance in obtaining the signature of a parent or legal guardian residing in the United States. Should time not permit such a process, the post may follow the procedures for "Signature Without Recourse," described in section 7 FAM 355.3-2 .

NOTE: A minor may sign the Loan Application but may not sign the Promissory Note.

7 FAM 355.3-2 "Signature Without Recourse"

(TL:CON-46; 10-19-87)

- a. When it is not possible to obtain the signature of an adult acting on behalf of a minor or an applicant too ill to sign the application or unable to understand what is being signed, a consular officer signs the application on that applicant's behalf.
- b. Signing "without recourse" may not be used to force a person to return to the United States against that person's wishes, notwithstanding the individual's age, health, or disability. If there is no indication of unwillingness on the applicant's part, and one of the situations specified in paragraph a, above, pertains, the officer may proceed as follows:
 - (1) Sign the applicant's name.
 - (2) Sign the officer's own name directly below the applicant's name.
 - (3) Enter the officer's consular title and the words "Signed without recourse" and delete "Sworn/affirmed and subscribed to in my presence" from the jurat.

- (4) Include at the bottom of the form a brief statement of the reason it was not signed by the applicant. In the case of a mentally or physically disabled individual attach a copy of the physician's certificate, described in sections 7 FAM 374.1 and 7 FAM 374.3.

7 FAM 355.4 Disposition of Copies

(TL:CON-46; 10-19-87)

Upon completion of the Application For Funds For Subsistence And/OR Repatriation, the original and three copies are routed as follows:

- (1) The original is sent to M/COMP/FO/GAD/SAC, Department of State;
- (2) The first signed copy is delivered to the post's fiscal officer, along with the original of the promissory note (see section 7 FAM 356.5);
- (3) The second signed copy is retained in the post's files; and
- (4) The single unsigned copy must be given to the applicant. If the applicant is a minor or an incompetent for whom the consular officer sends this copy to the person meeting the applicant in the United States.

7 FAM 355.5 Post's Report to the Department

(TL:CON-46; 10-19-87)

Upon completion of an Application for Funds for Subsistence and/or Repatriation from a person eligible to submit such an application, the consular officer must report the case to the Department by telegram, using the format in section 7 FAM 315.3. In addition, the consular officer may authorize the disbursement of subsistence funds to the applicant and dependents if undue hardship would result unless subsistence is provided. If authorized, the U.S. dollar amount of subsistence provided daily and the date of payment should be inserted in item four of the format (see section 7 FAM 315.3). Subsistence funds are to be disbursed in accordance with section 7 FAM 358.1 and 7 FAM 354.

NOTE: Every expenditure of funds for subsistence must be accompanied by a promissory note (see section 7 FAM 356).

7 FAM 355.6 Department Action

(TL:CON-46; 10-19-87)

- a. The Department will review the post's action upon receipt of the telegram described in section 7 FAM 355.5. If the Department does not approve the granting of subsistence payments and/or the applicant's repatriation loan, the post will be notified by return telegram and all further payments

must cease immediately. Funds already expended will be automatically approved but the post will have no authorization to disburse money in the case.

- b. If the Department approves the post's action the post will receive the fiscal data necessary to account for additional subsistence funds and any necessary transportation expenses.

7 FAM 356 COMPLETING THE PROMISSORY NOTE

(TL:CON-46; 10-19-87)

The second document which must be completed in all repatriation cases is the Promissory Note. The note serves as a receipt for all funds to be used on behalf of the applicant and is the evidence of the applicant's legal commitment to reimburse the Department for all funds expended. The consular officer must obtain a completed and signed Promissory Note before disbursing or committing any funds on behalf of a repatriation loan applicant.

7 FAM 356.1 Format of Promissory Note

(TL:CON-46; 10-19-87)

Prepare a Promissory Note in quadruplicate on letter-sized paper (8 1/2 by 11 inches). The format in 7 FAM 356 Exhibit 356.2 is required for all notes.

7 FAM 356.2 Content of Promissory Note

(TL:CON-46; 10-19-87)

The format for Promissory Note appears in 7 FAM 356 Exhibit 356.2 . The Promissory Note for a repatriation loan must include the following elements (see also section 7 FAM 355.2):

- (1) Identification of the applicant by full name, the name of the post where the loan will be disbursed, and the amount of the loan (in U.S. dollars and spelled out);
- (2) The agreement to repay the loan;
- (3) Conditions of repayment;
- (4) Social security number disclosure statements, date and place of birth, and signature;
- (5) Complete address abroad;
- (6) Complete address in the United States;

- (7) Jurat (showing when, where, and before whom the application was sworn/affirmed, and having a place for the consular officer's signature); and
- (8) Fiscal data.

7 FAM 356.3 When to Execute the Note

(TL:CON-46; 10-19-87)

- a. Department of State and Treasury regulations require that a Promissory Note be executed whenever loan funds are to be disbursed or committed. If the applicant has sufficient funds for room and board while awaiting approval from the Department for a transportation loan, defer completion of the Promissory Note until the loan has been approved and the funds are ready for disbursement.
- b. If, however, the applicant is indigent and the post must provide subsistence money while awaiting the Department's approval of the transportation loan, do not disburse funds until a promissory note has been signed by the applicant.
- c. Where subsistence funds are needed for more than 1 day, either amend the original Promissory Note or have the applicant sign a new note every time the post releases new funds. This includes the situation where the post is paying a hotel directly: for each day's lodging, the post obtains a new note or amends the original.
- d. Correspondingly, when the repatriation loan request is approved by the Department, the consul must either obtain a new Promissory Note to cover these funds or amend the original Promissory Note before purchasing transportation to the United States.

7 FAM 356.4 Signing the Promissory Note

(TL:CON-46; 10-19-87)

The original and the first two copies of the note must be signed in the consular officer's presence by the applicant and by each accompanying adult U.S. citizen beneficiary. If the principal is a minor or incapacitated, the consular officer may sign Department or legal guardian in the United States or may sign "without recourse" on the principal's behalf (see section 7 FAM 355.3-2).

7 FAM 356.5 Disposition of Copies

(TL:CON-46; 10-19-87)

When the promissory note has been completed and signed, distribute the

copies as follows:

- (1) Deliver the signed original to the post's fiscal officer for disposition in accordance with 4 FAM 313.1-3, along with the first signed copy of the Application for Funds for Subsistence and/or Repatriation;
- (2) Send the signed first copy to the Department, M/COMP/FO/GAD/SAC, by the fastest means available, along with the original of the Application for Funds for Subsistence and/or Repatriation and a copy of the Financial Assistance Worksheet (see section 7 FAM 315.2);
- (3) Give the second copy of the note to the principal applicant as a memorandum of obligation to repay the U.S. Government;
- (4) Place the third copy of the note in the applicant's file at post, for reference in case of later inquiries about the cases. Dispose of it in accordance with the Department's Records Disposition Schedules (Appendix A to the Records Management Handbook); and
- (5) Do not send a copy of the Promissory Note to CA/OCS/EMR.

7 FAM 356.6 Amendment of Passport

(TL:CON-46; 10-19-87)

At the time a promissory note is signed, the passport of the principal U.S. citizen beneficiary is amended to be valid only for return to the United States (see section 7 FAM 1395.1). Send the passport amendment application form OF-195 to the Department promptly in a separate envelope marked "FOR PASSPORT OFFICE."

7 FAM 357 IMPLEMENTING THE DEBT COLLECTION REQUIREMENTS

(TL:CON-46; 10-19-87)

- a. The Department's debt collection efforts may be impaired unless posts put forth their best efforts to obtain the information required under Section 122(d) of the Department of State Authorization Act, Fiscal Years 1984 and 1985 (Public Law 98-164), during the initial contact or interview with a loan applicant. Section 122(d); deals with the administration of the repatriation loan program, and debt collection (see section 7 FAM 351). It provides that the Secretary of State shall:
 - (1) Require that a loan applicant furnish, at the time of application:
 - (a) A social security number, and
 - (b) A verifiable address (for billing purposes).

- (2) Require a written loan agreement which includes a repayment schedule; and
 - (3) Bar issuance of passports to borrowers who are in default.
- b. The following guidance is provided to enable posts to implement the requirements of Public Law 98-164:
- (1) **Social Security Numbers.** No loans are granted if applicants decline or refuse to supply their social security number (SSN). Applicants who have a social security number but are unable to remember it may be considered for repatriation loan only if they provide a dated and written authorization enabling the Department to obtain their SSN from the Social Security Administration (SSA). Attach the dated and written authorization to the promissory note and forward them to M/COMP/FO/GAD/SAC. Applicants who do not have a SSN may establish their eligibility for repatriation by applying for an SSN immediately at the post. In such cases, each applicant must sign a separate and dated statement authorizing the SSA to release the SSN to the Department of State after the number is issued. Attach the dated statement to the promissory note which is forwarded to M/COMP/FO/GAD/SAC, while the applicant's application for an SSN is forwarded to the SSA. If applicants decline or refuse to apply for an SSN, no loan will be granted. Telegrams transmitting repatriation loan requests (see section 7 FAM 315.3 and 7 FAM 326.3) which do not include the SSN of the applicant should report whether the SSN exists but has been forgotten and that the Department has been authorized by the applicant to obtain it from the SSA or whether the applicant never had an SSN but has applied for it and has signed a dated statement authorizing SSA to release the SSN to the Department.
 - (2) **Verifiable Address.** For billing purposes, the applicant must supply a verifiable address when applying for a repatriation loan. A verifiable address is defined as a location which can be established as the applicant's intended place of residence (not a post office box) upon return to the United States, which normally is shown as item 9 on the loan application and item 6 on the promissory note (Exhibits 7 FAM 355 Exhibit 355.1 and 7 FAM 356 Exhibit 356.2). If an applicant declines or refuses to supply an address, no loan will be granted.
- NOTE:** If someone else (a friend or relative) is the principal resident at the address given, the applicant must so state on the application. The Department obtains the final address from HHS when an applicant requires HHS assistance for resettlement.
- (3) **Written Loan Agreement.** Use the revised promissory note

format shown in 7 FAM 356 Exhibit 356.2 to meet this requirement.

- (4) **Repayment Schedule.** Part of this requirement is met by subparagraph 4a of the revised promissory note contained in 7 FAM 356 Exhibit 356.2. Following the phrase, “I plan to repay this loan in the following manner” the applicants should fill in their repayment schedule (such as, “In full within 30 days”, “\$100 a week for 8 weeks”, and so forth). Do not allow applicants to insert “N/A” or “Unknown.” If applicants decline to furnish a schedule, the consular officer advises them that the schedule is required by the law that governs the repatriation loan program. If an applicant continues to decline or refuse to furnish a repayment schedule, no loan will be granted.

NOTE: M/COMP requires that a repatriation loan be repaid in full within 60 days.

- (5) **Barring Passport Issuance.** Occasionally posts may encounter a loan applicant who returned to a location abroad without having repaid a previous repatriation loan. In such cases, if the applicant has a valid passport, limit it for direct return to the United States only. If the applicant does not have a valid passport, the post issues a transportation letter, or card of identity and registration (Form FS-225-A). If such travel documentation is not recognized by the host government, the post issues a limited passport for direct return to the United States only.
- (6) **Loan Recipients in Default.** Repatriation loan recipients who are in default are ineligible to receive a second repatriation loan. If exceptional and extenuating circumstances exist, the Department may consider a repatriation request from such an applicant. In such cases posts should submit the standard repatriation telegram (see section 7 FAM 315.3) with a notation in item 23 that the applicant has an outstanding loan, along with a statement of facts that warrant consideration of this exception. The applicant should not be placed on subsistence as the Department undertakes only to consider such a case, and the burden is upon the applicant to establish the need for special consideration. Generally, even if such a loan is approved, the Department only authorizes minimum cost transportation.

7 FAM 358 EXPENDITURE OF FUNDS

7 FAM 358.1 Limitations on Authorized Expenditures

(TL:CON-46; 10-19-87)

Costs for which official funds are expended for repatriation and/or subsistence may not exceed a combination of the limitations discussed in sections 7 FAM 358.1-1 through 7 FAM 358.1-5.

7 FAM 358.1-1 Subsistence Before Travel

(TL:CON-46; 10-19-87)

Expenditures for subsistence before travel are limited to the amount required for subsistence from the date of the application until repatriation travel begins. The use of these subsistence funds is limited as follows:

- (1) At the discretion of the consular officer, subsistence may be provided in the form of a room and meals at a less-costly hostelry or by direct disbursement to the applicant;
- (2) Subsistence funds cannot be used to pay for nonessentials such as liquor; and
- (3) Subsistence is defined as the minimum necessary for clean, simple lodging plus adequate food. The consular officer may designate the hotel or lodging and meal plan consistent with this definition.

7 FAM 358.1-2 Unavoidable Expenses

(TL:CON-46; 10-19-87)

Expend only the minimum amount required for unavoidable expenses incidental to embarkation, such as fees for documentation.

7 FAM 358.1-3 Subsistence While Traveling

(TL:CON-46; 10-19-87)

Expenditure costs for subsistence while traveling are limited to the minimum amount required for subsistence while enroute to the United States. The traveler will ordinarily require no funds for subsistence enroute to the United States, unless some distance must be traveled to the point of embarkation or stopovers must be made where food and lodging would not be provided.

7 FAM 358.1-4 Authorized Escort

(TL:CON-46; 10-19-87)

These expenditures are limited to the fee or per diem approved in advance by the Department, and the minimum cost of round trip transportation to and from the United States for any required and Department authorized or approved escort or attendant.

7 FAM 358.1-5 Transportation Costs

(TL:CON-46; 10-19-87)

Transportation expenditures are limited to minimum cost to transport the applicant and accompanying dependents to the United States under the following limitations:

- (1) Travel to the United States should be accomplished by the least expensive means available. This may include the applicant's use of a foreign carrier airline, as authorized in the Comptroller General's decision B-2-2410, dated September 29, 1981.
- (2) A person being repatriated to the United States cannot be issued a Government Transportation Request (GTR). The tickets purchased must be:
 - (a) Not refundable;
 - (b) Not re-routable;
 - (c) Not endorsable; and
 - (d) Marked "PTA" for "prepaid."
- (3) Transportation may be arranged to a point in the United States but situated outside the continental United States, such as Alaska, Hawaii, or Puerto Rico, only when:
 - (a) It is the final destination of the applicant; and
 - (b) The cost of passage is less than or equal to the cost of passage to the nearest port of entry in the continental United States unless prior HHS approval for funding of travel within the United States has been obtained by the Department (CA/OCS/EMR).

7 FAM 358.2 Unauthorized Expenditures

(TL:CON-46; 10-19-87)

In the absence of specific prior approval by the Department, funds authorized under these procedures are strictly in accordance with section 7 FAM 358.1. Funds may not be used for:

- (1) Liquidation of any indebtedness incurred prior to the date of the application for repatriation; or
- (2) Transporting excess baggage or pets (note that HHS will not pay any such costs); or
- (3) Payment of medical, dental, hospital, or other health service/costs of any nature obtained either prior or subsequent to the date of the application for repatriation (see EMDA discussion, subchapter 7 FAM

380).

7 FAM 359 FINAL POST ACTION--THE FINAL REPORT

(TL:CON-46; 10-19-87)

- a. Following receipt of Department approval of a loan request and the disbursement of authorized funds, the consular officer must submit a final report by telegram to the Department captioned for CA/OCS/EMR, M/COMP/FO/GAD/SAC, CA/PPT/S/TC not later than 72 hours after the completion of each case. 7 FAM 359 Exhibit 359 provides a sample final payment report.
- b. The format for the final report is as follows (give all amounts in U.S. dollars):
 - (1) Name(s) of loan recipient(s);
 - (2) Recipient's date and place of birth;
 - (3) Total amount expended;
 - (4) Amount expended for subsistence;
 - (5) Amount expended for repatriation travel;
 - (6) Amount expended for other authorized expenses (see section 7 FAM 358.1);
 - (7) A statement releasing unexpended balance of authorized funds or a request for additional funds to cover a small amount expended in excess of funds authorized;
 - (8) A brief summary of final action taken including ETA and POE in the United States;
 - (9) Social security number(s) of loan recipient(s);
 - (10) Complete U.S. billing address (not a post office box) of loan recipient(s); and
 - (11) Remarks--any pertinent information not already furnished to the Department (such as, passport number with date and place of issuance, U.S. address of next of kin, telephone numbers, and so forth).
- c. Prompt completion of this report permits M/COMP/FO/GAD/SAC to meet its requirement to bill loan recipients immediately upon their return to the United States.

7 FAM 355 Exhibit 355.1

(TL:CON-46; 10-19-87)

LOAN APPLICATION FOR REPATRIATION AND/OR SUBSISTENCE

UNCLASSIFIED

APPLICATION FOR REPATRIATION/SUBSISTENCE LOAN

Type or print information. Do not leave blank spaces.

1. I, LINDA Q. HOLLIDAY HEREBY APPLY FOR A U.S. GOVERNMENT ASSISTANCE LOAN IN THE AMOUNT SPECIFIED IN ITEM 9 FOR MYSELF AND MY DEPENDENT(S) LISTED IN ITEM 4.
2. DATE OF BIRTH: Aug. 25, 1952 ; PLACE OF BIRTH: SCHENECTADY, N.Y.
3. EVIDENCE OF U.S. CITIZENSHIP: Passport No. TTT 401256
issued June 10, 1986
4. DEPENDENTS INCLUDED IN THIS APPLICATION:

NAME	RELATIONSHIP	BIRTH DATE/PLACE	NATIONALITY
<u>BENJAMIN G. HOLLIDAY</u>	<u>SON</u>	<u>April 30, 1986</u>	<u>U.S. cit.</u>
5. MY LAST U.S. RESIDENCE: 5336 Richmond Park Avenue
Tecumseh, S.C. 29175
6. MY FINAL DESTINATION IN THE U.S. (COMPLETE ADDRESS):
 NAME: c/o Mrs. Maybel Johnson aunt
 ADDRESS: 5336 Richmond Park Avenue
 CITY, STATE, ZIP: Tecumseh, S.C. 29175
 TELEPHONE NUMBER: 803-555-2171
7. NAME, ADDRESS, AND TELEPHONE NUMBER OF RELATIVES, FRIENDS, EMPLOYER, BANKING INSTITUTIONS (WITH ACCT. NO.) IN THE U.S. OR ABROAD WHO HAVE BEEN REQUESTED TO ASSIST FINANCIALLY OR WHO MAY BE WILLING TO ASSIST FINANCIALLY OR OTHERWISE:

NAME	RELATIONSHIP	ADDRESS/TELEPHONE
<u>GILBERT X. HOLLIDAY</u>	<u>FATHER</u>	<u>1902 Quartercharge Drive</u> <u>Washington, DC 20220</u>
<u>MINNIE B. OTHER</u>	<u>FRIEND</u>	<u>28 Los Venus Square</u> <u>Washington, DC 20002</u>
<u>MAYBEL H. JOHNSON</u>	<u>AUNT</u>	<u>5336 Richmond Park Av.</u> <u>Tecumseh, S.C. 29175</u>
8. STATE WHERE, WHEN, AND AMOUNT OF ANY PREVIOUS U.S. GOVERNMENT LOAN OBTAINED AND DATE WHEN FULL REPAYMENT WAS MADE: Feb. 1994 I received
loan of \$ 530, paid off on Mar. 25, 1984. (2 payments, Feb. & Mar. 84)
9. ESTIMATED U.S. DOLLAR AMOUNT REQUIRED FOR REPATRIATION IN THE AMOUNT OF \$1175.00 US DOLS, WHICH INCLUDES \$1175.00 US DOLS FOR TRAVEL, \$150.00 US DOLS FOR SUBSISTENCE FROM Munich TO TECUMSEH thru Charleston. IT ALSO INCLUDES EXPENSES INCIDENT TO EMBARKATION, AS FOLLOWS: _____

UNCLASSIFIED

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10. LIST RETIREMENT OR DISABILITY INCOME FROM FEDERAL OR STATE GOVERNMENTS OR PRIVATE SOURCES, INCLUDING TRUST, ESTATE, INVESTMENT, OR REAL PROPERTY. IDENTIFY SOURCE, AMOUNT, AND FREQUENCY OF RECEIPTS. IF APPROPRIATE, INCLUDE VETERANS ADMINISTRATION CLAIM NUMBER; CITY AND STATE WHERE V.A RECORDS ARE LOCATED: _____

None.

11. IF ASSISTANCE OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES OR THE VETERANS ADMINISTRATION IS REQUIRED, STATE NATURE OF ASSISTANCE REQUIRED, INCLUDING ANY PHYSICAL OR MENTAL DISABILITY OR ILLNESS.

VA CLAIM NO.: _____

None.

12. I SOLEMNLY DECLARE THAT: (A) I AM A U.S. CITIZEN; (B) I AM TEMPORARILY DESTITUTE; (C) I HAVE REQUESTED FUNDS FROM PRIVATE SOURCES OF HAVE GRANTED PRIVACY ACT AUTHORIZATION FOR THE DEPARTMENT OF STATE TO REQUEST FUNDS AS SPECIFIED IN ITEM 7 OF THIS APPLICATION; (D) I WISH TO RETURN VOLUNTARILY TO THE U.S.; AND (E) ALL STATEMENTS IN THIS APPLICATION ARE TRUE.

APPLICANT'S SIGNATURE: Linda Q Public

APPLICANT'S SOCIAL SECURITY NUMBER: 570-AA-0204

SWORN/AFFIRMED AND SUBSCRIBED TO IN MY PRESENCE AT THE
American Consulate General

Munich, Germany ON Feb 2, 1987
(Foreign Service post) (Date)

CONSULAR OFFICER'S SIGNATURE: Nathan E Harrison

TYPED NAME OF CONSULAR OFFICER: Nathan E. Harrison

TITLE OF CONSULAR OFFICER: Consul

(SEAL)

UNCLASSIFIED

7 FAM 356 Exhibit 356.2

(TL:CON-46; 10-19-87)

PROMISSORY NOTE FOR REPATRIATION AND/OR SUBSISTENCE

UNCLASSIFIED

RECEIPT AND PROMISE TO REPAY
REPATRIATION/SUBSISTENCE LOAN

1. I, Linda Q. Holliday, HAVE RECEIVED THIS 2/5/87
(Full name) (Date)
FROM THE AMERICAN Consulate General AT Munich, Germany
(Title of office) (City and country)

THE SUM OF _____
(Foreign currency)
EQUIVALENT TO \$1175.00 (One thousand one hundred seventy-five dollars)
(U.S. currency)
THE ABOVE TOTAL INCLUDES DOLS \$150.00 FOR SUBSISTENCE
(U.S. dollars)
FROM 2/2/87 TO 2/5/87 AND
(Date) (Date)
DOLS \$925.00 FOR REPATRIATION, TO PROVIDE FOR ME
(U.S. dollars)
AND THE DEPENDENT(S) LISTED IN MY APPLICATION. IT ALSO INCLUDES
EXTRAORDINARY EXPENSES INCIDENT TO EMBARKATION DETAILED AS FOLLOWS:
2. I UNDERSTAND AND AGREE THAT: (A) MY OBLIGATION TO REPAY THE FUNDS
PROVIDED ME WILL NOT BE DISCHARGED UNTIL PAYMENT IN FULL HAS CLEARED
THROUGH THE ACCOUNT OF THE TREASURER OF THE UNITED STATES: (B) AFTER
MY REPATRIATION, I WILL NOT BE FURNISHED A PASSPORT FOR TRAVEL ABROAD
UNTIL THE FUNDS PROVIDED ME HAVE BEEN REPAID IN FULL.
3. (A) I PROMISE TO REPAY \$1175.00 REPRESENTING THE
(U.S. dollars)
U.S. DOLLAR EQUIVALENT OF FUNDS ADVANCED TO ME WITHIN 60 DAYS AFTER
THE SIGNING OF THIS NOTE IN THE FOLLOWING MANNER: _____
2 monthly payments of \$587.50 each.
(B) I WILL KEEP THE DEPARTMENT OF STATE, OFFICE OF FINANCIAL OPERATIONS
(M/COMP/FO/GAD/SAC), WASHINGTON, D.C. 20520, INFORMED OF MY ADDRESS(ES)
AFTER MY ARRIVAL IN THE UNITED STATES, UNTIL SUCH TIME AS THE FUNDS ARE
REPAID IN FULL.
(C) I AGREE THAT IF I FAIL TO MAKE FULL PAYMENT WITHIN 60 DAYS, THE
DEPARTMENT OF STATE MAY DECLARE THIS PROMISSORY NOTE IN DEFAULT AND
TURN THE ACCOUNT OVER TO THE UNITED STATES GENERAL ACCOUNTING OFFICE,
OR THE DEPARTMENT OF JUSTICE, OR A PRIVATE COLLECTION AGENCY.

UNCLASSIFIED

UNCLASSIFIED

(D) I FURTHER UNDERSTAND THAT IN THE EVENT I AM UNABLE TO PAY THIS LOAN IN FULL WITHIN 60 DAYS, THE OFFICE OF FINANCIAL OPERATIONS OF THE DEPARTMENT OF STATE MAY, AT ITS OPTION AND UPON MY REQUEST, DETERMINE AND FORWARD TO ME AN INSTALLMENT PLAN FOR REPAYMENT OF MY LOAN AT AN INTEREST RATE TO BE ESTABLISHED BY FEDERAL LAW.

(E) IN ADDITION TO INTEREST, A CHARGE WILL BE ASSESSED TO COVER THE COSTS OF PROCESSING AND HANDLING DELINQUENT CLAIMS.

(F) FOR FAILURE TO PAY ANY PORTION OF A DEBT MORE THAN NINETY DAYS PAST DUE, IN ADDITION TO INTEREST, A PENALTY CHARGE OF SIX PERCENT PER YEAR WILL BE ASSESSED.

(G) DEFAULTED LOANS WILL BE FORWARDED TO COMMERCIAL CREDIT BUREAUS WHICH MAY HAVE AN EFFECT ON MY CREDIT RATING.

(H) I WILL REPAY BY CHECK OR MONEY ORDER PAYABLE TO DEPARTMENT OF STATE, CASHIER, ROOM 1258, WASHINGTON, D.C. 20520.

4. THE UNDERSIGNED, WHO BENEFIT FROM THE PROCEEDS OF THIS LOAN, HEREBY ACCEPT(S) JOINTLY AND SEVERALLY RESPONSIBILITY FOR REPAYMENT OF THE FUNDS PROVIDED UNDER THE CONDITIONS OUTLINED IN THE FOREGOING.

/s/ (Signature) (Full name) (Date of birth) (Place of birth) (Soc. Sec. No.)

(Signature)

(Signature)

(Signature)

(Full name)

(Full name)

(Full name)

(Date of birth)

(Date of birth)

(Date of birth)

(Place of birth)

(Place of birth)

(Place of birth)

(Soc. Sec. No.)
MANDATORY

(Soc. Sec. No.)
MANDATORY

(Soc. Sec. No.)
MANDATORY

5. COMPLETE ADDRESS ABROAD: Haus Maria Victoria,
Kleine Theaterstrasse 52, 8000 Muenchen 22, Federal Republic
of Germany

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6. COMPLETE MAILING ADDRESS IN THE UNITED STATES (NOT A POST OFFICE BOXNUMBER) (MANDATORY) AND HEAD OF HOUSEHOLD AT THE ADDRESS FURNISHED:

5336 Richmond Park Avenue
Tecumseh, SC 29175

c/o Mrs. Maybel H. Johnson, Aunt

7. SWORN/AFFIRMED AND SUBSCRIBED TO IN MY PRESENCE AT THE

American Consulate General

Munich, Germany ON February 5, 1987

SIGNATURE OF CONSULAR OFFICER:

/s/ [Signature]

Nathan E. Harrison

TITLE OF OFFICER: Consul

8. FISCAL DATE TO BE CHARGED FOR LOAN:

FY- 87 ,
ALLOTMENT 9999 ,
APPROPRIATION 0070000 ,
OBLIGATION 700000 ,

(SEAL OF OFFICE)

UNCLASSIFIED

7 FAM 359 EXHIBIT 359

(TL:CON-46; 10-19-87)

(Page 1 of 2)

POST TELEGRAM REPORTING REPATRIATION/SUBSISTENCE FINAL PAYMENT

U.S. GOVERNMENT PRINTING OFFICE: 1961-352-387/1593			
<h1>TELEGRAM</h1>		<small>INDICATE</small> <input type="checkbox"/> COLLECT <input type="checkbox"/> CHARGE TO	
FROM: Amembassy PARIS		CLASSIFICATION: UNCLASSIFIED	
12356 E.O. 14176- TAGS: SUBJECT: ACTION:	N/A CASC (FERGUSON, John William) FIMED: Final Report of Repatriation Case of John William Ferguson SECSTATE WASHDC IMMEDIATE M/COMP/FO/GAD/SAC CA/OCS/EMR CA/EX/RES CA/PPT/PS/TC		
REF: (A) State 357427; (B) Paris 235698			
1. NAME: John William Ferguson. 2. DPOB: March 3, 1954, Missouri. 3. TOTAL EXPENDED: US Dols 1615. 4. SUBSISTENCE: US Dols 420. 5. TRAVEL: US Dols 1170. 6. OTHER EXPENSES: US Dols 25 for taxi to airport. 7. ADJUSTMENT: REFTEL (A) authorized US Dols 1800. Left is unused balance of US Dols 185, which may be released from FY-87 Allotment 4K4024-1, Appropriation 1940522, Obligation 236. 8. FINAL ACTION: Mr. Ferguson returned to U.S. with Dr. Jean Pierre Avignon, medical escort, on August 31, 1987, by Al Italia Flight 108 to New York. 9. SSN: 577-AA-4321. 10. U.S. BILLING ADDRESS: c/o mother, Mrs. Elise Ferguson,			
DRAFTED BY: CONS:DTRyan:esm CLEARANCES	DRAFTING DATE 9/2/87	TEL. EXT. 96121	CONTENTS AND CLASSIFICATION APPROVED BY DCM:STVining <i>STV</i>
UNCLASSIFIED <small>CLASSIFICATION</small>			
<small>OPTIONAL FORM 153 (Formerly FS-413) January 1975 Dept. of State</small>			

(Page 2 of 2)

Post Telegram Reporting Repatriation/Subsistence Final Payment—Continued

"CORRECTIONS MADE ON THIS COPY MUST BE MADE ON ALL COPIES"	
UNCLASSIFIED Classification	Page 2 of 2 MRN
12304 Flamingo Road, Merced, California.	
11. REMARKS: Mr. Ferguson's passport TTT021667807, issued on February 2, 1987 in Chicago, was amended to be valid only for travel to the United States on/before September 10, 1987.	
KAMAL	
UNCLASSIFIED Classification	OPTIONAL FORM 153A (Formerly FS-613A) January 1975 Dept. of State